Penn State Harrisburg
Capital College Guidelines for AD77
Engaging in Outside Professional Activities (Conflict of Commitment)

The AD77 policy (see http://guru.psu.edu/policies/AD77.html) addresses conflict of commitment in the professional activities of faculty. While much of the policy restates and integrates existing policy on external activities (e.g., consulting, conflicts of interest) and the use of university resources, there is a new element:

*University employees are prohibited from teaching at another institution unless prior written approval is obtained from the Budget Administrator and Budget Executive. Courses (resident or online) taught at another institution must not compete with coursework offered by the University. For purposes of this Policy, there is no distinction between resident or online teaching. Per AD77, this policy “applies throughout the calendar year, irrespective of the actual appointment period and subject to the discretion of the university.”*

This part of the policy was established after Penn State central administration found PSU faculty with multiple full-time, even tenured, appointments at different institutions, and faculty teaching online for institutions in direct competition with Penn State offerings. Penn State faculty teach in many external settings that are appropriate and beneficial to them and to Penn State. In accordance with AD77 and AC64, the Chancellor’s Office has established the following guidelines for when to seek prior approval, with the understanding that all full-time faculty members’ priorities and commitments are to the college and university.

*The following activities do NOT require pre-approval because they are highly unlikely to result in a conflict of commitment.*

- Giving a one day only seminar or workshop at another institution,
- Serving on a Doctoral or Master’s committee at another institution, when any compensation is only for travel expenses and perhaps a small honorarium ($1,000 or less),
- Teaching that is not for academic credit, including professional education courses for licensing,
- Teaching that is not in the general area of expertise of your appointment at Penn State (e.g., Sunday School),
- Teaching by FT-2 faculty, although Unit Heads should be aware of other teaching commitments.

*The following activities DO require pre-approval by the School Director, Senior Associate Dean, and Chancellor. These activities may require more time, create the possibility for competition with Penn State offerings, or involve intellectual property ownership, increasing the possibility for a conflict of commitment.*

- Teaching or research appointments (even short) that include intellectual property agreements,
• Teaching for credit during the academic year at another institution, domestic or international (e.g., as part of approved sabbatical plan),
• Teaching a summer credit course at another institution,
• Chairing Ph.D. committees at another institution, domestic or international,
• Holding a professional appointment (e.g., honorary chair) at another institution, domestic or international,
• Running a lab at another institution of higher education,
• Teaching workshops and other short courses that are longer than one day.

The following activities will NOT be approved.

• Holding tenure at another institution of higher education, except for a faculty member who holds a visiting rank at Penn State,
• Teaching for online for-profit institutions.

Parts of this policy are drawn from IST, Smeal and College of Liberal Arts policies

Policy AD77 Engaging in Outside Professional Activities (Conflict of Commitment)
https://policy.psu.edu/policies/ad77

Policy AC64 Academic Freedom
https://policy.psu.edu/policies/ac64

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